

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**TARRANT COUNTY WORKFORCE DEVELOPMENT BOARD**  
**and**  
**(Name of Employer)**

Tarrant County Workforce Development Board hereinafter referred to as Workforce Solutions for Tarrant County and \_\_\_\_\_ enter into this Memorandum of Understanding (MOU) for the purpose of creating and delivering an Employer-based strategy for the retention and counseling of employees earning \$11.00 hour or less, as a component of Project EARN.

**Background:**

Workforce Solutions of Tarrant County staff have been working closely with MDRC (a social policy research firm) to design and develop program services for the WASC site, which is being referred to locally as Project EARN. Project EARN is a new demonstration research project which is designed to advance knowledge about how to help people who work in low-wage jobs achieve a higher standard of living for themselves and their families while simultaneously meeting labor market demand for skilled workers and contributing to economic growth.

The overall goal of Project EARN is to increase the financial well being of low-wage workers and to meet employer needs by assisting the workers, in conjunction with employers, to advance in the labor market. Workers also receive assistance with applying for the full package of financial work supports that the federal government and Texas have created for low-income families. The vision is that all low-wage workers with the will to succeed can be taught the skills necessary to move themselves and their families out of poverty through retention and advancement in their employment and continued access to available work supports.

The full research project began in November 2005 and includes random assignment of 1000 people (500 into the treatment group -those receiving Project EARN services- and 500 into the control group) over an 18 month period. All of the 1000 people to be randomly assigned will be connected to specific employer-based strategies. The primary goal of the employer-based strategy will be to enable employers to reduce job turnover.

**Duration:** The term of this MOU is from \_\_\_\_\_ 200\_ to \_\_\_\_\_ 200\_.

**Modification and Assignment:** This MOU may be modified at any time by written agreement of both parties.

**Approval:** This MOU is of no force or effect until signed by \_\_\_\_\_ and the Workforce Solutions for Tarrant County.

PJ2  
**Equal Employment Opportunity:** During the performance of this agreement, the partners agree that they will not discriminate against any employee or applicant for employment because of race, age, color, religion, gender, sexual orientation, disability or national origin, political affiliation, ethnic background, marital status, or condition of physical or mental handicap.

**ADA Compliance:** The partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and Texas Government Code Labor Code 21-051-21-061, as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.

**Goals for Both Parties:** The overall goal of both parties is the design and development of an employer-based strategy that enables the retention of \_\_\_\_\_ s entry-level lower-wage workers as a component of the larger research project known locally as Project EARN.

**Responsibilities of Workforce Solutions for Tarrant County/Project EARN Staff:**

- Provide marketing materials in the form of fliers, brochures, and posters to \_\_\_\_\_
- Schedule and conduct on-site orientations to \_\_\_\_\_ employees
- Conduct on-site random assignment of \_\_\_\_\_ employees who agree to participate in the research project
- Complete all required paperwork to enroll treatment group participants into the study and the Workforce Investment Act (WIA) of 1998
- Meet with treatment group participants either at the worksite, the One-Stop Career Center, or another location designated by the participant to provide Project EARN retention and advancement services
  - At a minimum Project EARN services may include:
    - Intensive Case Management
    - Career Coaching
    - Employment and Education Retention Coaching
    - Simplified Access to Federal and State Work Supports
    - Development of an Income Improvement and Advancement Plan (IIAP)
    - Supportive Services
  - Project EARN services may also include:
    - Training
      - Individual Training Accounts
      - Incumbent Worker Training
  - All participants assigned to the treatment group will receive 12 months of intensive services followed by 12 months of less intensive follow up services

pg 3  
Responsibilities of \_\_\_\_\_: \_\_\_\_\_ agrees to the following:

- Market Project EARN to their designated employees who are employed at \$11.00 per hour or less
- Provide Project EARN staff with on-site access to \_\_\_\_\_ employees to provide Project EARN services as long as the provision of these services does not have a negative impact on the employees department, work, and co-workers
- Allow Project EARN staff to conduct on-site orientations to \_\_\_\_\_ employees to explain Project EARN services and benefits
- Verify sample member's social security numbers (MDRC will provide) within 1-2 weeks after the sample member's date of random assignment.
- Provide MDRC with \_\_\_\_\_ Tax I.D. numbers.
- Allow Project EARN staff to conduct on-site random assignment to a minimum of 100 \_\_\_\_\_ employees of which approximately half of those randomly assigned will be assigned to the treatment group (those receiving Project EARN services) and the other half will be assigned to the control group
- Provide Project EARN staff with on-site space to meet with and provide Project EARN services to those who are randomly assigned to the treatment group
- Agree that Project EARN participants will not be given deferential treatment for raises and promotions over control group participants

24

Employer

**Time Line:**

Activity	Responsibility of:	Time Line:
Pre-Screening Packet of marketing materials and required document list to employer	Special Projects Director and Program Supervisor	
Market Project EARN to targeted _____ employees	Project EARN staff	
Income screening/Document Review/fill-out BIF form (Individuals or groups)	Project EARN staff	
Random Assignment Data entry and processing	Project EARN staff	
Notify HR Managers f random assignment outcomes	Special Projects Director and Program Supervisor	
Meet with Control group to distribute gift cards and information packet / program group begin WIA enrollment	Project EARN staff	
Schedule individual meetings to Develop IIAP and begin providing Project EARN services	Project EARN staff	
Full implementation of Project EARN intensive services	Project EARN staff	
Provision of Project EARN less intensive follow up services	Project EARN staff	

**Confidentiality:** Both parties agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the One-Stop Career Centers collecting, receiving, or sharing information. As a condition of providing services under this MOU, the partners shall adhere to the following:

- All client information will be treated with the strictest degree of confidentiality during and after involvement in Project EARN
- Each partner shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees on a "need-to-know" basis only
- Each partner shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information
- Agree to share treatment and control group information related to the research study with MDRC, the social policy research firm conducting the study.

**Evaluation:** Following the completion of the study, MDRC will conduct a full evaluation of the findings and participant outcomes. Participating employers will be provided copies of the report, which will include subset information that employers may use to inform future workforce development programs and policies.

**Signatory Page:**

**Parties: The parties to this Memorandum of Understanding (MOU) are:**

**Workforce Solutions for Tarrant County**

Judy McDonald  
Executive Director  
1320 University Drive, Ste. #600  
Fort Worth, Texas 76107-5870

\_\_\_\_\_  
XXXXXXX Designated Name  
XXXXXXX Designee Title  
Address of Employer

Approved for Workforce Solutions for Tarrant County

Approved for \_\_\_\_\_

**Signature:** \_\_\_\_\_  
**Name:** Judy McDonald  
**Title:** Executive Director

**Signature:** \_\_\_\_\_  
**Name:** Xx designated name  
**Title:** Xx Designated title

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attachment:**  
**Work Plan and Time Line**